



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, पंचकूला

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, PANCHKULA

(वस्त्र मंत्रालय, भारत सरकार)

(Ministry of Textiles, Govt. of India)

राजकीय बहुतकनीकी संस्थान परिसर भवन, सेक्टर-26, पंचकूला, हरियाणा – 134116

Govt. Polytechnic Campus Building, Sector- 26, Panchkula, Haryana - 134116

Advt. No: - NIFT-PAN/ESTT. /ADV/2022/02

Date: 12.02.2022

RECRUITMENT FOR GROUP-“C” (NON-TEACHING) POSITIONS ON CONTRACT BASIS

National Institute of Fashion Technology (NIFT), a Statutory body under the Ministry of Textiles, Government of India and a premier Institute of Design, Management and Technology, invites applications from the Indian nationals for the following Group-C posts to be filled on three (03) years Long Term Contract basis at NIFT Panchkula Campus: -

S. No.	Name of the Post	Pay Level as per 7th CPC	UR	Total
1.	MACHINE MECHANIC (Competency 'A') (For Department of Fashion Technology, Fashion Design & Knitwear Design)	Level-4	1	1
2.	ASSISTANT (FINANCE & ACCOUNTS)	Level-4	1	1
3.	ASSISTANT WARDEN (Female)	Level-4	1	1
4.	STENOGRAPHER GRADE-III	Level-4	1	1
5.	NURSE	Level-4	1	1
6.	LIBRARY ASSISTANT	Level-2	1	1
TOTAL			6	6

Note: UR=Unreserved,

Only female candidates are entitled to apply for the post of Assistant Warden.

1. ELIGIBILITY CRITERIA:-

S. No.	Name of the Post	Educational and Other Qualification required for Direct Recruitment	Work Experience
1.	MACHINE MECHANIC (Competency-"A")	<p>Full time three years Diploma after 10th from Recognized state/ central Board of Technical education and Training in Mechanical Engineering/ Mechatronics Engineering / Instrumentation Technology.</p> <p>OR</p> <p>Full time two year Diploma after 10th from Recognized ITI/ NSTI / IDTR/ IGTR in Machinist/ Mechanic Machine Tools Maintenance / Technician Mechatronics / Textile Mechatronics (NSQF level 5).</p> <p>OR</p> <p>Full time two years Diploma after 12th from Recognized ITI/ NSTI / IDTR/ IGTR in Instrument Mechanic / Mechanic Industrial Electronics (NSQF level 5).</p> <p>OR</p> <p>Full time six months NCVT certificate in Industrial Sewing Machine Technician (NSQF level 3).</p>	<p>Post-qualification 3 years of experience (for 3 years diploma after 10th), 4 years of experience (for NSQF level 5 after 10th), 2 years of experience (for NSQF level 5 after 12th) and 6 years of experience (for NSQF level 3) in repair and maintenance of cutting/sewing/finishing machines in garment manufacturing organization/ training institute.</p>
2.	ASSISTANT (FINANCE ACCOUNT)	<p>Bachelor's Degree in Commerce from recognized University / Institution</p> <p>OR</p> <p>Master's Degree in Commerce from recognized University / Institution</p>	<p>2 years' experience in Finance and Accounts matters with Working Knowledge of Accounting Software after successful completion of Bachelor's Degree.</p> <p>OR</p> <p>1 year experience in Finance and Accounts matters with Working Knowledge of Accounting Software after successful completion of Master's Degree.</p>

3.	ASSISTANT WARDEN (Female)	Graduate from a recognized University/ Institution	One year experience as Assistant Warden in an educational institution under Central Government / State Government / Autonomous Bodies.
4.	STENOGRAPHER GRADE-III	i) Graduate from a recognized University/ Institute. ii) Minimum speed of 80 wpm in shorthand and 40 wpm in typing.	Minimum 2 years' experience in Govt./Semi- Govt./State Govt./UT/Autonomous Organization/PSU. Proficiency in Computer Operation
5.	NURSE	i) B.Sc. (Hons.) in Nursing from a recognized University or Institute/ Regular course in B.Sc. Nursing from a recognized University or Institute/ Post Basic B.Sc. (Nursing) from recognized University or Institute. ii) Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council. OR	Six months experience in minimum fifty bedded hospital after acquiring the educational qualification. OR
		i) Diploma in General Nursing and midwifery from a recognized Board or Council. ii) Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council	Two and half years' experience in minimum fifty bedded hospital after acquiring the educational qualification.
6.	LIBRARY ASSISTANT	Graduate from a recognized University / Institution with diploma in Library Science OR Bachelors' Degree in Library Science from recognized University/Institution.	At least one year working experience in a well- established Library.

2. AGE LIMIT: - 27 years.

Maximum upper age limit for NIFT employee may be relaxed up to (05) five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less. For persons belonging to SC/ ST/ OBC/PWD/Ex-Servicemen, age relaxation shall be as per Govt. of India rules.

3. APPLICATION FEE: -

The applicant shall be required to pay Application fee of Rs. 590- (Application Fees Rs.500/- + GST @ 18% = Rs.90/-) with following conditions:

- (3.1) Demand Draft for the requisite fee should be drawn in favour of **"NIFT General AC"** payable at **Panchkula**.
- (3.2) Applicant must write his/her name, address and post applied for on back of Demand Draft and must enclose the original demand draft on their application form.
- (3.3) The fee once paid shall not be refunded or re-adjusted under any circumstances.
- (3.4) Candidates belonging to SC/ST/PWD & Female categories are exempted from paying the Application Fee. Relevant certificates needs to be attached for availing the benefits of fee exemption.
- (3.5) The candidates applying for more than one post, shall be required to apply separately along with the required application fees for each post.
- (3.6) Demand draft should have been drawn on or after the date of publication of this advertisement.

4. HOW TO APPLY: -

- (4.1) Candidate should read the instructions and conditions carefully, before applying.
- (4.2) Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications/experience laid down for the post as per the advertisement and the mere possession of the same does not entitle candidates to be called for selection process.
- (4.3) Application forms can be downloaded from our website (<https://nift.ac.in/Panchkula/careers>). Applications in the prescribed format should be addressed to **"The Director, National Institute of Fashion Technology (NIFT), Government Polytechnic Campus Building, Sector 26, Panchkula, Haryana -134116"** and be superscripted as "Application for the post of _____" must be written on the sealed envelope. Self-attested copies of certificates and testimonials in proof of age/educational qualifications/category/experience etc. should be attached with the applications form. The Demand Draft drawn in favour of **"NIFT General AC"**

payable at Panchkula (Haryana) should also be attached with the application form. The Demand Draft should not be tagged or stapled but should be pinned or clipped at the top of the prescribed application form. Filled Applications should reach to the above address through Registered Post / Speed Post only by the closing date 14.03.2022.

- (4.4) The candidates shall be required to mention their correct and active e-mail addresses and Mobile number in their application form at prescribed place, as all the correspondence like issuance of call letters/ admit cards or any other information will be communicated through e-mail only.
- (4.5) Any updates with regard to this recruitment process shall be published on NIFT Panchkula website (<https://nift.ac.in/Panchkula/careers>).
- (4.6) While applying for the posts of Machine Mechanic, competency code should be mentioned in the application form. The detail of the competency code is mentioned in the eligibility criteria section.
- (4.7) Only female candidates are entitled to apply for the post of Assistant Warden.
- (4.8) Those candidates who are employed in Govt. /Semi Govt. /Autonomous Bodies etc. should send their applications through Proper Channel including “**No Objection Certificate (NOC)**’ and “**Vigilance Clearance**” from the present employer. However, they may send an advance copy of their application to the address as mentioned above. Those who are unable to process their application through proper channel may submit “**No Objection Certificate (NOC)**’ and “**Vigilance Clearance**” from present employer at the time of Written / Skill Test. Certificate in support of experience should be given by Appropriate Authority clearly mentioning the period and nature of work done in that particular organization / Institution.
- (4.9) Incomplete /unsigned /illegible applications and applications received without fee/ photograph/ certified copies of required certificates such as educational qualifications, caste /community etc., and those received after the prescribed last date, will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard.
- (4.10) NIFT will not be responsible for any postal delay/ loss in transit in submission of application within specified time.
- (4.11) Qualifications, experiences, age etc. will be taken into consideration as on the initial date of advertisement i.e. 12.02.2022.

5. SELECTION PROCESS: -

- (5.1) NIFT may constitute a Screening-cum-short listing-Committee, which will screen all the applications received in response to this advertisement and may restrict the number of candidates to a reasonable limit on the basis of qualifications and experience etc. No correspondence will be entertained from the applicant either before or after the selection.

The decision of the Institute shall be final.

- (5.2) The date and venue for the written /skill or competency test will be intimated to the provisionally shortlisted candidates only.
- (5.3) The Selection process to the above posts may include written test and/or Skill / Competency test. The selection of the candidates shall be purely on the basis of merit list. The merit list will be drawn on the basis of Written-Test and /or Skill-Test (whichever applicable).

6. IMPORTANT INSTRUCTIONS / CONDITIONS:-

- (6.1) NIFT reserves the right to (a) Withdraw advertised post/ Modify under any category at any time without assigning any reasons. (b) Reject any or all the applications without assigning any reasons thereof (c) Not to fill any or all posts advertised. (d) Rectify any discrepancy in the grade pay, pay band etc., if found later on. The Institute reserves the right to cancel / postpone the recruitment process at any stage without any prior notice and without assigning any reason thereof. The number of vacancies is subject to change.
- (6.2) All the above posts are to be filled up on contract basis and the period of contract would be for 03 years which may be renewed further based on the performance of the candidate and requirements of NIFT.
- (6.3) NIFT shall verify the antecedents or documents submitted by the candidate at any time during tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background for which he/ she has been convicted by any court and has suppressed the said information, then his/her services shall be terminated forthwith and appropriate action will be taken. Wrong declarations/concealment of facts/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- (6.4) If any declaration given or information furnished by a candidate found to be false or if they have willfully suppressed any material information, they will be liable to removal from service / disqualification from the selection process.
- (6.5) Any form of canvassing will lead to disqualification of candidates.
- (6.6) Mere fulfilling of essential qualifications and experience requirement would not entail a candidate to be called for test. All candidates are advised to visit our website (<https://nift.ac.in/Panchkula/careers>) for any update/ information with regard to the recruitment process. The decision of the Institute in this regard would be final and binding to all.
- (6.7) No TA/DA shall be payable to any candidate for attending written/ Skill/ Competency test.

- (6.8) In case of any dispute, the decision of the Director, NIFT Panchkula shall be final.
- (6.9) Corrigendum, if any, will be published on the website of the institute. Therefore, candidates are advised to visit NIFT Panchkula website (<https://nift.ac.in/Panchkula/careers>) regularly regarding the recruitment related updates.
- (6.10) The last date for submission of duly filled applications is 14.03.2022.

**Joint Director
NIFT Panchkula**